

CLASS TITLE: INSURANCE EXAMINER

Class Code: 02621200

Pay Grade: 24A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist an examiner of higher rank by performing routine tasks incidental to the conduct of local, zone or convention type examinations into the financial condition and affairs of insurance companies and related organizations, fraternal beneficiary societies, and hospital, surgical and dental service corporations for the purpose of ascertaining their ability to meet obligations and compliance with state laws; and to do related work as required.

SUPERVISION RECEIVED: Instructions are given in detail at the beginning of each assignment; work is given close supervision while in process and is carefully reviewed upon completion.

SUPERVISION EXERCISED: Usually none; as assigned may supervise the work of clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist an examiner of higher rank by performing routine tasks incidental to the conduct of local, zone or convention type of examinations into the financial condition and affairs of insurance companies and related organizations, fraternal beneficiary societies, and hospital, surgical and dental corporations for the purpose of ascertaining their ability to meet obligations and compliance with state laws.

To count cash and verify mathematical accuracy of accounts.

As instructed, to check receipts and disbursements to their original sources.

As instructed, to examine bonds and other securities to ascertain that they meet the requirements of law.

To assist in the preparation of reports based upon examination of the records of insurance companies and fraternal beneficiary societies.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of auditing principles and methods applicable in performing routine tasks incidental to the examination of the financial condition and affairs of insurance companies and related organizations, fraternal beneficiary societies, and hospital, surgical and dental corporations to verify that their assets and liabilities are in accordance with state laws; the ability to apply such principles and methods; a familiarity with the state's insurance laws; the ability to carry out written and oral instructions; and related capacities and abilities.

EDUCATION: Such as may have been gained through: graduation from a college of recognized standing with specialization in accounting.

Class Revised: January 7, 1979

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